

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Fiscal Division

DATE: 19 December 1950

FROM : Chief, Building Maintenance and Utilities Branch

SUBJECT: Work Order #222

Reference is made to GSA voucher #3099 for reimbursable services covering the installation of hot plates as requested on Work Order #222; Requisition #50-1138-H.

Enclosed herewith is \$10.00 in cash covering the GSA estimated cost for the installation. Since the actual billing against this order is in the amount of \$12.81, arrangements should be made with the requesting office, Administrative Officer, OCD, 1029 Tempo M Building, for additional monies in the amount of \$2.81 to cover this difference in costs.

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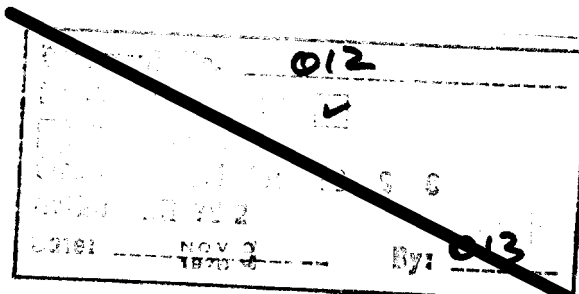
FROM : Chief, Building Maintenance and Utilities Branch

SUBJECT: Work Order #221

Reference is made to GSA voucher #3899 for reimbursable services covering the installation of hot plates as requested on Work Order #221; Requisition #50-1168-H.

Enclosed herewith is \$10.00 in cash covering the GSA estimated cost for the installation. Since the actual billing against this order is in the amount of \$15.42, arrangements should be made with the requesting office, Administrative Staff, ORE, 2505 Tempo M Building, for additional monies in the amount of \$5.42 to cover this difference in costs.

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39 November 1950

Work Order #220

The GSA voucher #3899, recently submitted for payment in the amount of \$21.53, is in our opinion an overcharge. A check of the work performed should not exceed the sum of \$12.00.

Therefore it is recommended that an itemized billing of the voucher be requested from the GSA, in order that the charge maybe verified.

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